

**System Evaluation & Improvement  
Meeting Minutes for June 29, 2001  
Emergency Medical Services Authority  
1930 9<sup>th</sup> Street  
Sacramento, California  
10:00am – 3:00pm**

**I. Introductions**

Members Present: Ed Armitage, Cathy Ord, Ardith Hamilton, Craig Stroup, Charla Jensen, Karl Sporer, Robert O'Brien, Gary Hinshaw, and Steve Andriese.

Non-Members Present: Marie Harder, Miranda Swanson, and Andrea Zeboski.

The minutes from the last meeting were approved by consensus.

**II. Agenda**

?? Report on Vision Leadership Meeting

1. Regarding the Vision Gray Book, included in the System Evaluation and Improvement action plan will be a mention of why some of the objectives are being postponed.

?? Report on NHTSA "Leadership Guide to QI Workshop"

1. The workshop will be held either the week of September 17 or the week of October 1, 2001.
2. There will be a northern California workshop and a southern California workshop, and possibly one held in Fresno.

?? Standards and Guidelines Revision Process (EMSA 101 and 103)

1. Ardith and Craig agreed to begin to look over the System Standards and Guidelines.
2. Final comments are due by September 30, 2002.
3. The Vision Office will compile the final draft with the EMSA staff. The draft will go out for comment at the final Vision conference in December 2002.
4. The document will be completed by April 1, 2003.

?? Approval of LEMSA Assessment Document

1. Steve presented the document at the EMSAAC meeting.
2. Organizational / Financial Appraisal document: EMSAAC had concerns with confidentiality, ballot stuffing, cost and complexity, and an optional on-site assessment.
3. Staff Survey and Reporting Process: EMSAAC felt it was in violation of labor agreements, and was inappropriate.
4. Constituency Group Survey and Reporting: EMSAAC had concerns with influence (political validity), precedence and the public survey.

5. The group discussed responses to each individual comment from EMSAAC on the LEMSA assessment document.
6. Steve will make the changes to the document and will e-mail them to the group.

?? Legislative – Update on Discovery Protection for QI Legislation

1. EMSA was looking for a sponsor, but was not found in time.
2. This issue will be looked at again during the next legislative year.

?? Data

1. Ad Hoc Group Report: A draft of the minimum data set will be presented to the group in September. The timeline for the data dictionary is the end of this year.
2. State Data System Design Project: The contract will go through December 2001.
3. Plan for Development of the “Data Collection & Reporting Guidelines: The draft will be completed in October 2001. The data transmission will be a file format, accessible through Internet access. There will be a data-sharing agreement with everyone who shares information.

?? CQI

1. Progress on Performance Indicator Development: The sub-group is in the initial steps of developing and inventory.
2. By the next meeting in August, the full inventory will be completed and prioritized.
3. Model Web-Based Data Reporting: Marie presented the model to the group.

?? Sub-Group Assignments

1. The group should begin to look at EMT-P regulations draft document and should generate discussion on input over the list-server.
2. Regarding the LEMSA Assessment document, Steve will make the changes and e-mail them to the group, and will write-up the responses to EMSAAC.
3. The Indicator Index should be completed by the next meeting.
4. Steve would like the Paramedic Task Force and the System Evaluation and Improvement Committee coordinate efforts regarding any overlap in objectives.

?? Next Meeting

The next meetings will be held on August 24, 2001 from 10:00am – 3:00pm at the EMS Authority, and on October 26, 2001 from 10:00am – 3:00pm.